



Fire Prevention Emergency Action and Homeland Security Plan

June 30, 2004
Revised: October 1, 2012

FOR OFFICIAL USE ONLY
(For Internal State Government Use Only)

SUMMARY OF CHANGES

This SC Budget and Control Board (BCB or Board) Fire Prevention, Emergency Action and Homeland Security Plan contains **FOR OFFICIAL USE ONLY** information in a basic joint document with critical emergency response procedures applicable to all Board owned and operated facilities. Annexes to this plan follow the Emergency Support Functions (ESF) established by the SC Emergency Preparedness Division in its SC Emergency Operations Plan. Attachments to this plan individually describe specific information for each building such as known hazards, fire and life safety equipment, and tenant emergency staff point of contact information. This and other building detailed information including floor diagrams and utility shutoffs will be secured in an exterior lock box for use by Emergency Management Services (EMS), i.e., fire or police. Do not discuss specifics of this plan, annexes or its attachments with any unauthorized persons. This **October 1, 2012 revision** of the plan replaces all previous versions.

This plan requires a coordinated effort from the building's manager, maintenance and tenant emergency staff, city/county fire, ambulance and medical services, as well as local, state and possibly federal emergency management services.

Areas added or changed include:

- **Incident Command:** The first responding EMS to arrive establishes an on-scene command which may be a Captain at the first fire trucks on scene or at the building's Fire Control Center or at a command (sport utility) vehicle - look for a green light. The first EMS agency on scene will be in charge (establishes the Incident Command). However, this may change according to what agencies respond in an escalated response to the incident and their level of authority, i.e., SC Law Enforcement Division, Federal Bureau of Investigation, National Safety Transportation Board, the military, etc. The Incident Command makes assessments and determines appropriate emergency response to include shelter in place, evacuation, fire fighting, rescue and life saving, bomb disposal, decontamination and/or security operations.

- **Building Incident Command (BIC):** Each tenant is to have its own emergency staff comprised of an Emergency Coordinator, Accountability Monitor, Floor Wardens and First Aid Providers. Other staff may also be needed, i.e., Monitors for Persons Needing Assistance, (street) Crossing Guards, Security, etc., as required. Primary and alternate employees should be identified for each of these positions. Security and possibly other Board representatives along with the Emergency Coordinator(s) collectively form that building's incident command (BIC). The BIC takes account of the situation and reports critical information and needs to the EMS / Incident Command. Though each tenant agency has its own emergency staff, in a multi-tenant facility, one of the tenants is designated to be the lead Building Emergency Coordinator along with a lead Building Accountability Monitor, to form a pyramid chain of command and reporting. Though all tenant Emergency Coordinators form that building's BIC, the Building Emergency Coordinator communicates with the Incident Command for the BIC. Until EMS arrives and an Incident Command is established, the BIC makes assessments and determines appropriate emergency response to include lock down/shelter-in-place, go to designated severe weather shelters, conduct a limited or full evacuation and/or provide first aid care.

- The location of each building's evacuation Assembly Area has been coordinated with city and county EMS, and de-conflicted with other government buildings in case of multiple evacuations.
- BCB employees are to have BCB identification badges on their persons at all times at work. BCB employees will wear these badges in plain sight during increased alert conditions.
- Building lockdown / shelter-in-place procedures in Annex 5 provide more detailed guidance.
- Annex 6 (ESF 8) - Medical/Triage now also includes procedures for the emergency and rapid distribution of critical need pharmaceuticals, vaccines, chemical agent antidotes, medical supplies and equipment to DHEC Region 3, which includes Lexington and Richland Counties, through Business Points of Distribution (B-POD). For purposes of government continuity, the Board has established six strategic B-POD locations. Each B-POD will be supervised by a trained nurse augmented with BIC (tenant) emergency staff to distribute such medicines to their state employees and for their immediate family.
- Requests for information from the media are to be referred to the Board's Public Information Officer, 734-3885, or to the Incident Command's Public Information Officer.
- The National Terrorism Advisory System (NTAS), replaced the color-coded Homeland Security Advisory System (see Annex 1 – Warning).

For questions about this plan, please contact the Office of Prime Responsibility:

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South Carolina Budget and Control Board

Fire Prevention, Emergency Action & Homeland Security Plan

EMERGENCY ACTION PLAN

Pages EAP 1 - 5

ANNEXES:

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10	Recovery: Facility Start-Up and Business Resumption		Annex 10, 1- 1

ATTACHMENTS:

Each building has an attachment that describes key emergency information such as known hazards, fire and life safety equipment, and Board and tenant emergency staff point of contact information.

1. Adjutant General
2. Agriculture Laboratory
3. Archives & History
4. Arts Commission
5. Blatt
6. Brown
7. Calhoun
8. Columbia Mill
9. Commission for the Blind Complex
10. Data Center
11. Dennis
12. DHEC Hayne Laboratory & Annex
13. DHEC Sims-Aycock
14. DEW - David
15. DEW - Harper
16. DEW - Job Service
17. DEW - Service Center
18. DSS - Harden St.
19. DSS - North Towers
20. Facilities Management Complex
21. Facilities Management Horticulture Complex
22. Five Points
23. Fleet Management Maintenance Shop
24. Geology
25. Governor's Mansion Complex
26. Gressette
27. Gressette-Collins
28. Laurel Street Warehouse
29. McEachern Parking Facility
30. Mills-Jarrett
31. Rutledge
32. Senate St. HR
33. Statehouse
34. State Library
35. State (Senate St. Bldg.) Library
36. 1026 Sumter St.
37. Supreme Court
38. Surplus Property Complex
39. Wade Hampton

Emergency Action Plan

I. MISSION

- A. Provide for the safety of the state employees and visitors
- B. Eliminate anxiety and panic
- C. Minimize disruption of normal activities
- D. Interface and support Local and State Government Crisis and Consequence Management Response Plans

II. ORGANIZATION AND CONTROL

As agents for the South Carolina Budget and Control Board (**BCB** or Board) as building owner, the Office of Executive Director-Safety, Energy and Emergency Services Office and General Services Division (**GSD**) are responsible for coordination of Emergency Action Plan (**EAP**) administrative, management, planning, preparedness, mitigation, response, and recovery activities. All supporting agencies and tenants will assist the Board in the planning and execution of the above. A Building Incident Command (**BIC**) will be established with a (lead) Building Emergency Coordinator, GSD Facility Management Maintenance personnel, Board Safety Officer and, as required, other Board representatives.

III. CONCEPT OF OPERATIONS

- A. Pre-Incident (Preparedness)
 - 1. Coordinate planning with local and state governments crisis and consequence management agencies
 - 2. Maintain standard operating procedures (**SOP**) for Emergency Support Functions (**ESF**)

ESF	OPERATION	PRIMARY AGENCY
1	Transportation	Dept. of Transportation
2	Communications	BCB Division of State Information Technology
3	Public Works and Engineering	BCB Office of State Engineer
4	Fire Fighting	Dept. of Labor Licensing and Regulation, Division of Fire and Life Safety (Structural Fires), Forestry Commission (Wild Fires)
5	Information and Planning	Emergency Management Division
6	Mass Care	Dept. of Social Services

7	Resource Support	BCB Materials Management Office
8	Health and Medical Services	Dept. of Health and Environmental Control
9	Search and Rescue	Dept. of Labor Licensing and Regulation, Division of Fire and Life Safety
10	Hazardous Materials	Dept. of Health and Environmental Control
11	Food Services	Dept. of Social Services
12	Energy	Office of Regulatory Staff
13	Law Enforcement	State Law Enforcement Division
14	Long-Term Community Recovery and Mitigation	Emergency Management Division
15	Public Information	Emergency Management Division
16	Emergency Traffic Management	Dept. of Public Safety
17	Animal Agriculture Emergency Response	Clemson University Livestock-Poultry Health
18	Donated Goods and Volunteer Services	BCB General Services Division
19	Military Support	SC National Guard
24	Business and Industry	SC Dept. of Commerce

3. Perform building risk assessment
4. Train and exercise BIC personnel
5. Upon notice of a significant threat, implement warning plan for Emergency Support Functions.
6. Likely emergency situations include:
 - a. Fire
 - b. Severe Weather (tornado, hurricane, flood, earthquake)
 - c. Intruder (workplace violence)
 - d. Bomb Threat

- e. Terrorist attack - follow Homeland Security Advisory System (see Annex 1 Warning)

B. Crisis Management (Response)

1. Activate the BIC when a prior notification is received (i.e., bomb or terrorist threat) or an emergency (fire, severe weather, workplace violence) has occurred.
2. Implement security measures as directed by Building Emergency Coordinator.
3. Implement evacuation measures as directed by Building Emergency Coordinator.
4. In case of building evacuation, employees and visitors will exit the building via the nearest exit (evacuation diagrams are to depict and employees are to be familiar with all exit locations for purposes of an alternate exit.) Monitors assist Persons In Need to the closest Safe Area.
5. Building employees and visitors will report to the designated Assembly Area where the Accountability Monitors conduct roll call to verify and report their presence, missing persons, location of Persons in Need and injuries to EMS / Incident Command through the Building Emergency Coordinator.
6. Trained First Aid Providers perform triage, as required.
7. The Building Emergency Coordinator, GSD Facility Management Representative and Board Safety Officer reports to the Incident Command.
8. Employees and visitors will be relocated to a shelter, as required, when directed by the Incident Command through the Building Emergency Coordinator.
9. Employees and visitors are to follow Emergency Traffic Management planned evacuation routes as directed by the Incident Command through the Building Emergency Coordinator.
10. GSD Facility Management representatives follow directions of the Incident Command to implement building shutdown procedure or provide other building information.
11. Board Safety Officer provides building hazard information to the Incident Command and establishes communication with Board (GSD) management
12. Based on consultation with GSD Facilities Management and/or Board Safety Officer, GSD Director/Assistant Director dispatches staff to local Lexington / Richland County Emergency Operations Center.
13. Communications/Public Information Officer of any tenant organization will consult with the BCB Information Officer who will release information authorized by the Incident Command and/or South Carolina Emergency Management Division Public Information Officer.

C. Consequence Management (Recovery)

When approved by the Incident Command the Board and building management can scale down as requirements diminish and return to routine operations as soon as possible.

1. GSD Facility Management will:
 - a. Follow Building Start-up SOP.
 - b. Oversee building restoration operations.
2. If building is sufficiently damaged, GSD Property Management will work with tenants to assist with relocation.
3. Building Management follows Business Resumption SOP.

D. Preplanning

1. EAP and ESF(s) shall be reviewed and changes communicated with applicable agencies and tenant organizations.
2. Building Risk Assessment/management shall be updated annually.
3. All employees will be trained on various emergency responses and emergency staff will be trained on additional responsibilities. All new employees will be trained at orientation, regularly thereafter, and whenever there are significant changes to emergency plans. Building evacuation will be exercised annually.

IV. RESPONSIBILITIES

A. The SC BCB will:

1. Coordinate development and execution of the EAP and ESF(s) to the maximum extent with the emergency activities of tenants, local and state government.
2. Be prepared to implement this EAP with assigned BIC personnel and support.
3. Maintain surveillance of potential threatening conditions and communicate with BCB building tenants and BIC personnel.
4. Maintain, update and distribute EAP.
5. Provide technical and planning assistance to building tenants upon requests.
6. Provide appropriate training to all BIC members.
7. Maintain current internal notification/recall rosters and communication systems.
8. Conduct and participate in tests of this plan through various exercise scenarios. Example: Board Safety and GSD Facilities Management conduct fire evacuation drills of all BCB owned and operated buildings in October (annually).
9. Prepare After Action Report.

B. The Tenants shall:

1. Be prepared to implement EAP and assigned BIC personnel.
2. Maintain current internal notification recall rosters and communications systems.
3. Participate in test and exercises of this plan.
4. Assist in preparation of the After Action Report.

After Action Report
Consequence Management

SC Budget and Control Board
Emergency Action Program

Incident Date: _____

Incident Type: _____

Building: _____

Location: _____

Evacuation: No _____ Yes _____ If Yes, number of persons: _____

Evacuated to: _____

Person Completing Report: _____

Telephone and e-mail address: _____

Narrative: (explain what happened and subsequent events)

Recommendations:

ANNEX 1: Warning

Primary: Federal Bureau of Investigation
South Carolina Law Enforcement Division

Support: SC Adjutant General, Emergency Management Division

I. INTRODUCTION

The National Terrorism Advisory System (NTAS) is to effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector. The Board and/or law enforcement would implement a corresponding set of “protective measures” to further reduce vulnerability or increase response capability during a period of heightened alert.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available. These alerts will include a clear statement that there is an **IMMINENT THREAT** or **ELEVATED THREAT**. Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that businesses and governments, individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat. In some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels. An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts will be issued through state, local and tribal partners, the news media and directly to the public via the following channels:

- Via the official DHS NTAS webpage – <http://www.dhs.gov/alerts>
- Via email signup at – <http://www.dhs.gov/alerts>
- Via social media
 - Facebook – <http://facebook.com/NTASAlerts>
 - Twitter – <http://www.twitter.com/NTASAlerts>
- Via data feeds, web widgets and graphics
 - <http://www.dhs.gov/alerts>

The public can also expect to see alerts in places, both public and private, such as transit hubs, airports and government buildings.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Report any suspicious activity to your building security, BPS or local law enforcement authorities and your building emergency staff.

II. NATIONAL TERRORISM ADVISORY SYSTEM - THREAT ALERTS:

- **Imminent Threat Alert:** Warns of a credible, specific, and impending terrorist threat against the United States.
- **Elevated Threat Alert:** Warns of a credible terrorist threat against the United States.

III. IMPLEMENTATION by the Board and Building Incident Command (BIC):

A. Periodically:

- (1) Review, refine and update Emergency Action Plans and Emergency Support Functions (ESF) / Standard Operating Procedures (SOP). The Board shall coordinate emergency plans as appropriate with local/state governments.
- (2) Review EAP and ESF and staffing.
- (3) Institutionalize security process through law enforcement to assure all facilities and regulated sections are regularly assessed for vulnerabilities to terrorist attacks and all reasonable measures are taken to mitigate these vulnerabilities.
- (4) Review with and train BIC personnel on protective measures.

B. Upon receipt of a NTAS Alert, consider the following general measures in addition to agency specific protective measures:

- (1) Coordinate necessary security efforts with local/state law enforcement.
- (2) Assess whether the precise characteristics of the threat require further refinement of Preplanned Protective Measures.
- (3) Implement EAP and ESF/SOP, as appropriate. Check communications with BIC personnel and provide the BIC with information that will strengthen its ability to act appropriately. Consider:
 - a. Increasing surveillance of critical building location(s).
 - b. Increasing or redirecting personnel to address critical emergency needs.
 - c. Taking precautions in public areas and consider alternate use of designated areas.
 - d. Restricting threatened facility access to essential building personnel only.
 - e. Monitoring and directing building operations.
 - f. Preparing for shutting down / closing the building and resuming business at alternate work site.

ANNEX 2: Building Incident Command

Primary: SC Budget and Control Board

Secondary: Tenants

I. INTRODUCTION

The Building Incident Command provides a coordinated response to emergency actions at/in a SC BCB building. The BIC is responsible for front-line management of the initial incident, for tactical safety, planning and execution and preparation for first responses and established Incident Command. The BIC has the authority to:

- Assume initial command
- Assess the situation
- Implement the EAP
- Determine response strategies
- Activate Resources
- Order a partial or full evacuation, shelter in place or to proceed to the weather shelter
- Oversee initial incident response activities
- Communicate initial action response to EMS / Incident Command
- Declare incident terminated as directed EMS / Incident Command

II. MISSION

The BIC facilitates the safety of employees and visitors and interfaces initial emergency response actions with EMS / Incident Command.

III ORGANIZATION AND CONTROL

The BCB will establish support for each building's BIC. The key to success is to create an effective emergency team. The responsibilities of the BIC are to be implemented whenever there is an alarm. Primary and alternate persons shall be assigned to each BIC position so responsibilities can be fulfilled in case of absences. The duties of each BIC position follow:

- A. GSD Facilities Management Representatives: FM maintenance personnel are notified, i.e., by the automatic fire detection, alarm and monitoring system, and respond to the building to assist the EMS / Incident Command by providing information on the building's heating ventilation and air conditioning, electrical, plumbing, fire protection, elevator and any other building maintenance systems. FM maintenance personnel also follow the directions of EMS / Incident Command to control these systems up to shut down for the emergency followed by re-start for resumption of normal operations.
- B. Building Emergency Coordinator: This building occupant is responsible for implementing the appropriate response in accordance with the various emergency situations within this plan, to train the emergency staff in their duties,

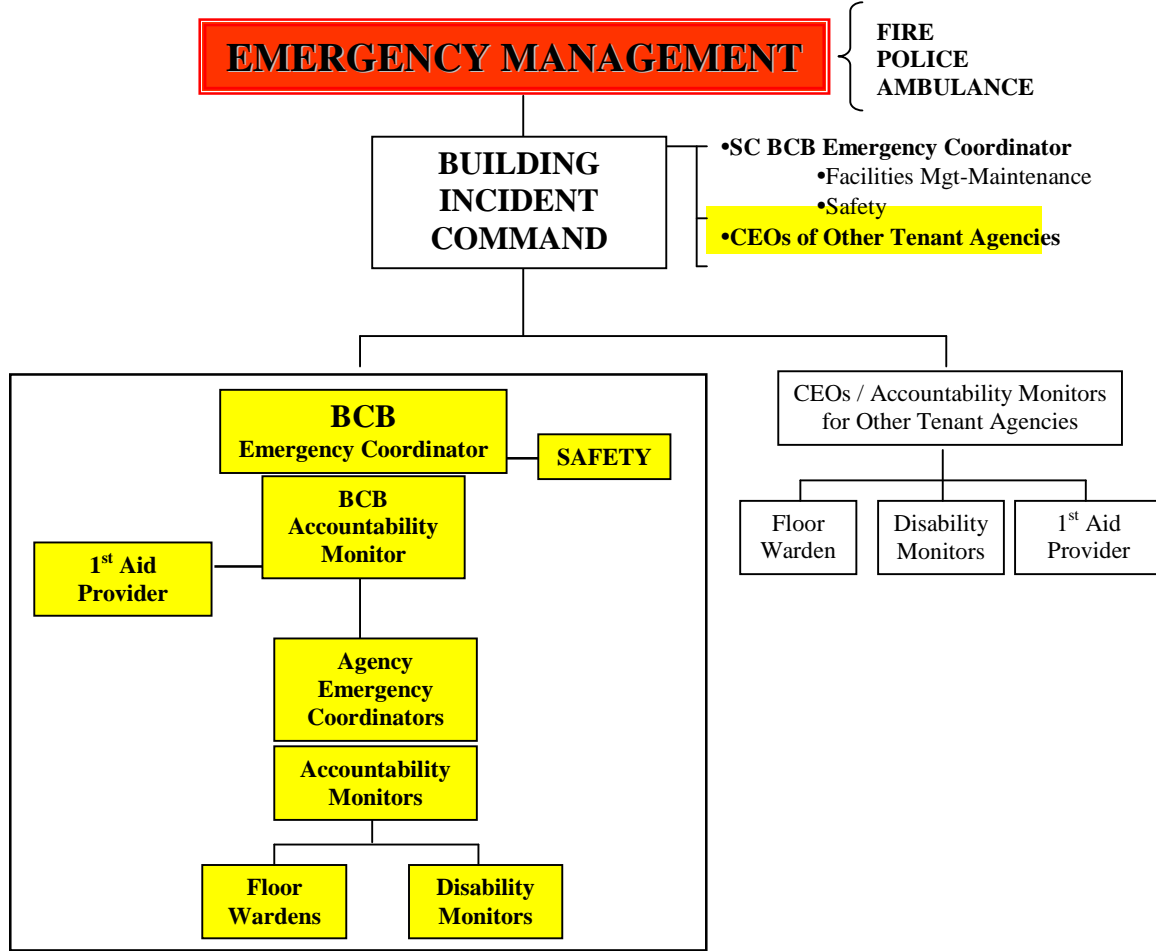
and to train all building occupants on fire protection, safety and communications and alerting systems, who to report to and how to respond to emergency conditions. The Accountability Monitor reports missing persons, the location of (disabled) persons in need and injured persons, and the Floor Wardens report any other problems (such as trapped persons, blocked exits, etc.) to the Emergency Coordinator who then acts as the liaison and relays this information from the BIC to EMS / Incident Command. The Building Emergency Coordinator further decides on and communicates requests for support and how recovery and return to work is conducted. NOTE: Many buildings have more than one tenant organization. Though each tenant organization has its own emergency staff, in a multi-tenant facility one of the tenants is designated to be the lead Building Emergency Coordinator along with a Building Accountability Monitor, to form a pyramid chain of command and reporting. Together all tenant Emergency Coordinators form that building's BIC; however, the (lead) Building Emergency Coordinator communicates with the EMS / Incident Command for the BIC.

- C. Floor Wardens: Each tenant organization has employees designated to conduct occupant searches in assigned areas of the building. They should be trained in the complete workplace layout so they may direct people to the nearest available exit in case of a blocked exit or hazardous areas which requires knowledge of alternate escape routes. Persons waiting to use elevators during an evacuation are to be directed to the nearest available fire stairwell exit. All Floor Wardens are to be aware of handicapped employees who may need extra assistance and are to report their presence in a Safe Area during an evacuation. Upon alarm, Floor Wardens are to check offices, rest rooms, storage rooms, etc. and instruct persons to evacuate the building. The Floor Wardens should be the last persons to leave their assigned areas closing open doors to offices, in the corridors and stairwell so as to reduce the spread of smoke and fire. Each Floor Warden will report the results of their search to the Building Emergency Coordinator through the Accountability Monitor. Additional Floor Wardens need to be designated to prevent anyone except authorized (EMS, maintenance, safety) persons from entering the building until the building has been made safe and the Building Emergency Coordinator has so directed.
- E. Monitor (Buddy) for Person In Need: People with disabilities may need assistance recognizing there is an emergency situation and/or getting to a place of safety. A person may have a permanent or a temporary disability such as visual, hearing or physical impairment and should request the Building Emergency Coordinator to assign a Monitor to provide assistance during an emergency. This is especially important if the person is physically impaired and cannot easily traverse stairs. In this case the (physically disabled) Person in Need is assigned a Buddy to assist them reach his/her designated Safe Area. Safe Areas in a multi-story building, if not otherwise designated, will be the landing inside the fire stairwell on each floor. In order to prevent undue congestion in the stairwells, Persons in Need and their Buddies/Monitors are to wait just outside of the stairwell until most employees have evacuated or until the Floor Warden leaves at which time they may enter the stairwell and wait on the landing. (NOTE: Ear protection is recommended and should be provided by the employer for those employees waiting in a Safe Area inside the building.) The Buddy has the option of staying with the person needing assistance at a

Safety Zone inside the stairwell or evacuating. If the Buddy evacuates, he/she is responsible to report the location of the person needing assistance to the Accountability Monitor at the Assembly Area. Floor Wardens should also serve as a backup noting actual locations and numbers of Persons in Need and their Buddies to report. The fire stairwells are designed to provide protection from a fire for several hours to allow rescue by the fire department.

- F. Accountability Monitors: These persons are responsible for making sure all of the building occupants are accounted for at the Assembly Area. After the evacuation is completed, these persons should be able to account for or otherwise verify that all employees and company guests are in the Assembly Area. Report anyone missing/not accounted for to EMS through the Emergency Coordinator. Also, report initial medical status of employees to the Emergency Coordinator and be prepared to implement initial medical services.
- G. First Aid Providers: Upon evacuation alarm, retrieve first aid kits and AED as assigned and take to the Assembly Area. Be prepared to form a triage area as directed by the BIC. Administer First Aid to persons as needed.
- H. Board Safety Officer: This person is responsible for the overall safe response of BIC operations to include implementation of safety, health, environmental, security and technical response to any emergency incident in a Board facility. This person coordinates with GSD Facilities Management and Emergency Coordinator to establish support with the EMS / Incident Command, and is responsible for establishing communications with BCB management serving as the building owner's on-site representative.

BUILDING INCIDENT COMMAND (Example)



IV. CONCEPT OF OPERATIONS

- A. The BIC will be activated once a terrorist threat/action is received.
- B. The Building Emergency Coordinator will evaluate terrorist threat and determine security actions to be taken to protect employees/visitors, as outlined in the plan.
- C. The Board Safety Officer will respond to assist EMS / Incident Command with information and support the Building Emergency Coordinator.
- D. The GSD Facility Management Representative will provide EMS / Incident Command with Building Operations Information and assist as directed.
- E. The BIC will follow directions of First Responders/Incident Command as they relate to implementation of this plan.

ANNEX 3 (ESF 13): Security

Primary: Tenants

Support: SC Budget and Control Board

I. INTRODUCTION

The Building Emergency Coordinator has the responsibility for implementation and enforcement of security measures in conjunction with the Board at the building during implementation of this EAP.

Any Security Services for a building will be incorporated into the EAP.

The BIC is responsible for front-line management of the initial incident for security and interface with EMS and established Incident Command.

II. MISSION

To implement and support administrative and physical security measures at the building site to maintain site integrity and provide for the safety of employees and visitors.

III. ORGANIZATION AND CONTROL

The tenant will establish security support for the building as follows:

Assess the facilities present security status with input from Board Safety Officer and approval by State law enforcement agencies.

Building risk assessment security deficiencies will be addressed in the Building Risk Management Report to include: physical security, personnel security and information security. All security planning will be developed to interface with local/state law enforcement response.

IV. CONCEPT OF OPERATIONS

A. Pre Incident (Preparedness)

1. Building Risk Assessment made of the building to include but not limited to workplace security, vehicle control, office security, information security and high security areas.
2. Eliminate building risk through Building Risk Management Plan.
3. Incorporate security measures in EAP.

4. BIC, local and state law enforcement and existing building security services shall review approved security procedures for their respected responsibilities.

B. Crisis Management (Response)

1. BIC serves as liaison with EMS / Incident Command.
2. BIC assists the EMS / Incident Command with isolation of crime scene.
3. BIC assists in maintaining site integrity during crisis management.
4. BIC provides communication with SC BCB and building management upon approval by Incident Command.

C. Consequence Management (Recovery)

1. BIC will continue to maintain site integrity.
2. BIC will continue to serve as liaison between Incident Command and outside agencies.
3. If criminal activities are confirmed by Incident Command, continue to secure any possible evidence and provide assistance as directed.
4. Prepare After Action Report and submit to local/state law enforcement. Release information as approved by local/state law enforcement.

ANNEX 4 (ESF 2): Communications

Primary: SC Budget and Control Board

Support: Tenants

I. INTRODUCTION

Communications includes information, reports, Homeland Security Advisory System Threat conditions, 24-hour radio, telephone, internet, and teletype capability. In the event normal crisis and consequences management communications channels become overburdened or destroyed, other agency channel shall be utilized as necessary to augment communications. Assist local law enforcement, fire fighting, search and rescue, lifesaving, etc; and disseminate instructions and operations of EAP.

II. MISSION

To provide a means of defining, specifying and performing the functions of communication through coordination with appropriate BIC, local and state law enforcement agency, fire service, emergency medical services and/or EMS / Incident Command.

III. ORGANIZATION AND CONTROL

- A. The Board is responsible for coordinating all BIC communications - administrative, management, planning, training preparedness, integrative crisis and consequences management.
- B. The tenants will assist the Board in the planning and execution of the above.
- C. The Board shall establish communication with Emergency Public Works Operation upon activation.
- D. Communications will be available by the Board on a 24-hour-a-day basis. Alternate communications will be identified, maintained and tested semi-annually basis for use in the event the existing communication systems are damaged and rendered inoperable.

IV. CONCEPT OF OPERATIONS

- A. Pre-Incident (Preparedness)
 - 1. Identify communication facilities, equipment, capabilities and personnel support of the building.
 - 2. Identify actual and planned actions to restore communications and support required for Tenant Business Resumption.

3. Coordinate the acquisition and deployment of communications equipment, personnel and resources to establish communication for Crisis and Consequence Management.
4. Test communication equipment to evaluate response capability.
5. All communications systems will be used if necessary to disseminate warnings to the Building Emergency Coordinator/BIC.

B. CRISIS MANAGEMENT (RESPONSE)

1. BIC maintains constant two-way communications with all members.
2. BIC reports to EMS / Incident Command and interfaces available communication systems.
3. If required BIC coordinates with appropriate support state agencies for voice, computer and two-way radio systems.
4. Maintain communications during crisis management as approved by Incident Command.

C. CONSEQUENCE MANAGEMENT (RECOVERY)

1. Maintain/restore communications with EMS / Incident Command.
2. BIC makes communications available to BCB and building management to maintain or restore agency operations.
2. BIC evaluates communications in After Action Report.

ANNEX 5: Evacuation/Emergency Procedures

Primary: Tenants

Support: SC Budget and Control Board

I. INTRODUCTION:

If an emergency incident happens in/at a building, the event would require fast decisions and quick actions. The Building Emergency Coordinator, based on the type of emergency incident, should determine the type of emergency response to include EMS notification, lock down (shelter-in-place), go to designated severe weather shelter, conduct a limited or full evacuation, and/or provide first aid care.

II. MISSION:

All building workforce and visitors must be able to safely respond when an emergency incident occurs within the building.

III. ORGANIZATION AND CONTROL

- A. The **Building Emergency Coordinator** is responsible for implementing the appropriate emergency procedure in response to the emergency situation.
- B. **Floor Wardens** are responsible for:
 - 2) In an evacuation, checking the assigned area to ensure all persons are responding to the alarm and to direct those persons to the nearest exit, i.e., may order the use of an alternate escape route or stairwell when fire, structural failure, etc. threatens a primary route.
 - 3) Issuing instructions at the direction of the Building Emergency Coordinator for other emergencies such as to proceed to a severe weather shelter.
- C. The **Accountability Monitor** will account for building occupants in the Assembly Area. If required, implement medical triage procedures with the assistance of 1st Aid-CPR-AED trained First Aid Providers.
- D. A **Person In Need** has permanent or temporary physical, visual and/or hearing disabilities requiring assistance to travel to a safety zone. Such persons are encouraged to self-identify or should be identified by the Building Emergency Coordinator in the planning stage prior to an emergency.
 - 1) A primary and alternate **Person In Need Monitor** (“Buddy”) should be trained and assigned to each Person In Need to respond in an emergency to that Person In Need to assist him/her to a designated safe zone.

- 2) Typically Persons In Need in a multi-story building are unable to descend stairwells so their safety zone for a fire or severe weather is on the landing inside the nearest fire stairwell (for more detail on this process, see the Persons In Need Form attachment to this annex). Also, any visitor with disabilities should be assisted following the same procedures.
- E. Assembly Areas will be at a pre-determined location at least 750 feet from the building (to protect from falling debris or bomb blast). Should EMS determine this distance is insufficient, evacuees will be directed to a new location, as required. Each employee will be trained to evacuate and report to their designated Assembly Area.
- F. The Building Emergency Coordinator will report results of the emergency situation by exception (type and location of emergency, missing persons and persons in need and their last known location, injuries) to EMS / Incident Command.

IV. CONCEPT OF OPERATIONS

A. EVACUATION

The general policy for an evacuation requires all persons to immediately leave a facility by the nearest available exit when an automated fire alarm is initiated or, in facilities without an alarm system, whenever it becomes clear that an emergency exists and the alarm is employee-activated. No one is expected to endanger him/herself in order to assist with the evacuation of others, but everyone has the responsibility to ensure other building occupants are aware of the emergency. Similarly, we encourage trained individuals to aid anyone requiring assistance to safely evacuate. All persons will be evacuated to a safe Assembly Area where Accountability Monitors account for all occupants. Also, medical triage is provided as required.

- Alarm
 - An evacuation is automatically sounded when a fire/smoke detection system is activated.
 - When an employee detects a fire/smoke, the employee activates the alarm, i.e., manual pull device, air horn, public address system, etc.
- Notify:
 - (9)-911 (especially if there is no automatic or manual fire detection and alarm system)
 - Building Emergency Coordinator
 - Others, as required
- Evacuate – Treat all evacuation alarms as real. Time permitting:
 - Take personal items such as purse, keys and medications.
 - Close but do not lock doors; doors should only be locked if there is a need for physical security.
- At trained employee's discretion, use fire extinguishers on small fires.

- In case of fire, do not use elevators; use emergency stairwells.
- After evacuating, employees meet at the designated Assembly Area.
- Return to work or follow other instructions as directed by the Building Emergency Coordinator (see Annex 10).

B. BOMB THREATS

- By telephone:
 - Get as much information from the caller as possible (refer to attached bomb threat checklist).
 - Do not hang up your phone (a trace may be possible).
- Other Bomb Threats: **Do not disturb a suspect package. Do not smoke or use a radio** near a suspect package.
- Notify:
 - Building Emergency Coordinator
 - (9) 911
 - Others, as required
- Assemble in assigned area and report to the Building Accountability Monitor.
- Follow instructions from the Building Emergency Coordinator.

C. EXPLOSION

- Activate the alarm
- Notify:
 - Building Emergency Coordinator
 - (9) 911
 - Others, as required
- Evacuate (see above procedures)

D. BUILDING LOCKDOWN / SHELTER-IN-PLACE

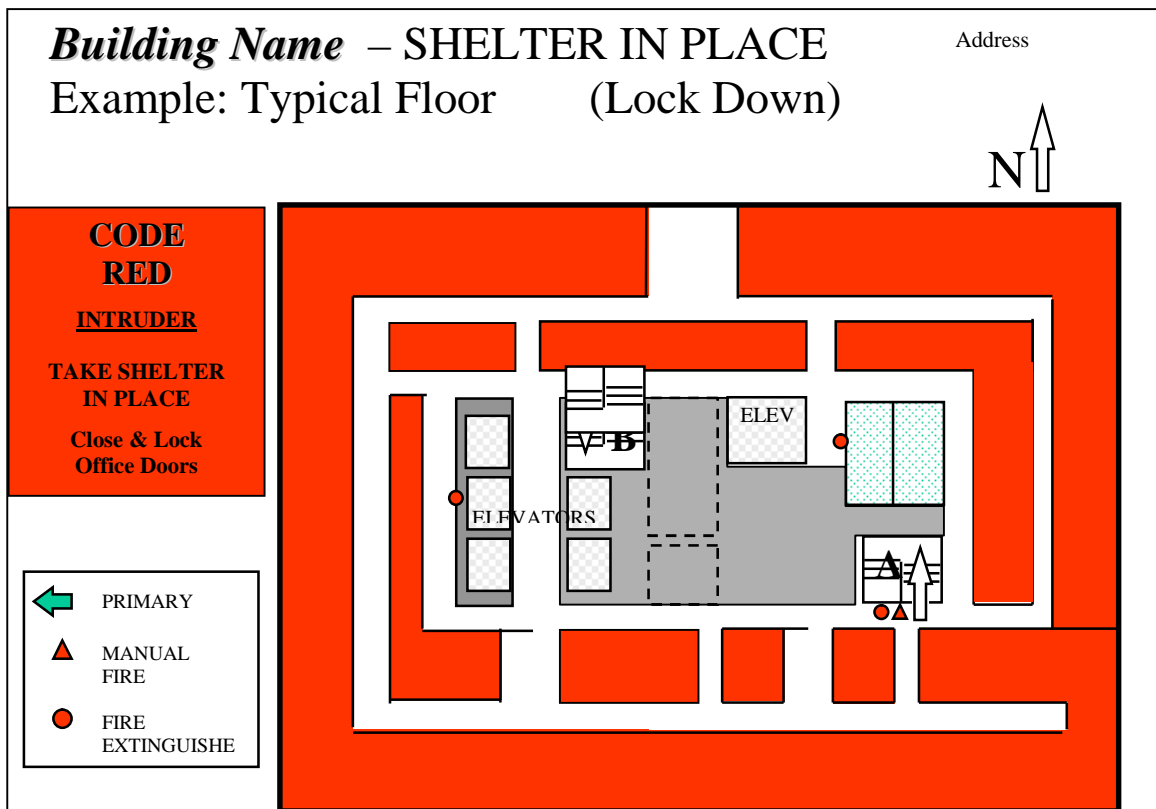
An active shooter involves one or more subjects who participate in a shooting spree with the intent to harm others through mass murder rather than other criminal conduct such as robbery, hostage taking, etc. Any unauthorized person can be suspected as a potential active shooter. Most active shootings are over in less than 10 minutes and involve a personal relationship, i.e., a fellow worker or spouse that may be experiencing marital/family, medical and/or financial problems, disputes, disciplinary actions or job termination.

- General actions:
 - Call 9-1-1 / Bureau of Protective Services, 734-2422 (then your lead Building Emergency Coordinator and others, as required and as able) to provide your location and that there is an active shooter on the property/in the building and whether gunshots were fired

- If you were able to see the intruder(s), give their description (sex, race, clothing), identity if known, type of weapons, location last seen and direction of travel
- If you observed any victims, give their location and number
 - Do not attempt to remove the injured
- If you observed any suspicious improvised explosive devices (bombs) or heard explosions, provide their location and description
- If you can't speak, leave the line open so the dispatcher can listen and try to pinpoint location
- The building's lead Emergency Coordinator should implement pre-established means for notifying occupants of the need for building lockdown, i.e., public address, telephone tree and/or e-mail of Code Red, or blast horns
- Barricade doors and windows with large/heavy furniture
- Get out of site (out of the line of fire)
- Get behind concrete walls, desks, filing cabinets, etc. to stop bullets
- Stay in hiding until the police gives the "All Clear"
- Only exit the building when the area has been made safe
 - Do not carry anything; move quickly and quietly, keep hands visible, and follow instructions given by the police
 - Stay in the vicinity for the police to identify you and conduct an interview
- Shooter outside of the building: The objective is to keep the intruder(s) from entering the building by locking exterior doors and windows
- Shooter inside the building:
 - Go to a room, lock the doors and turn off the lights
 - Put cell phones on silent; turn off radios
 - Persons occupying offices with exterior windows can inform police outside of the building using visual aids placed in their windows
 - Green sign: No intruder in this area
 - Red sign: Intruder is/was in this area
 - If you cannot escape, attempting to overpower the shooter(s) by force is a last resort

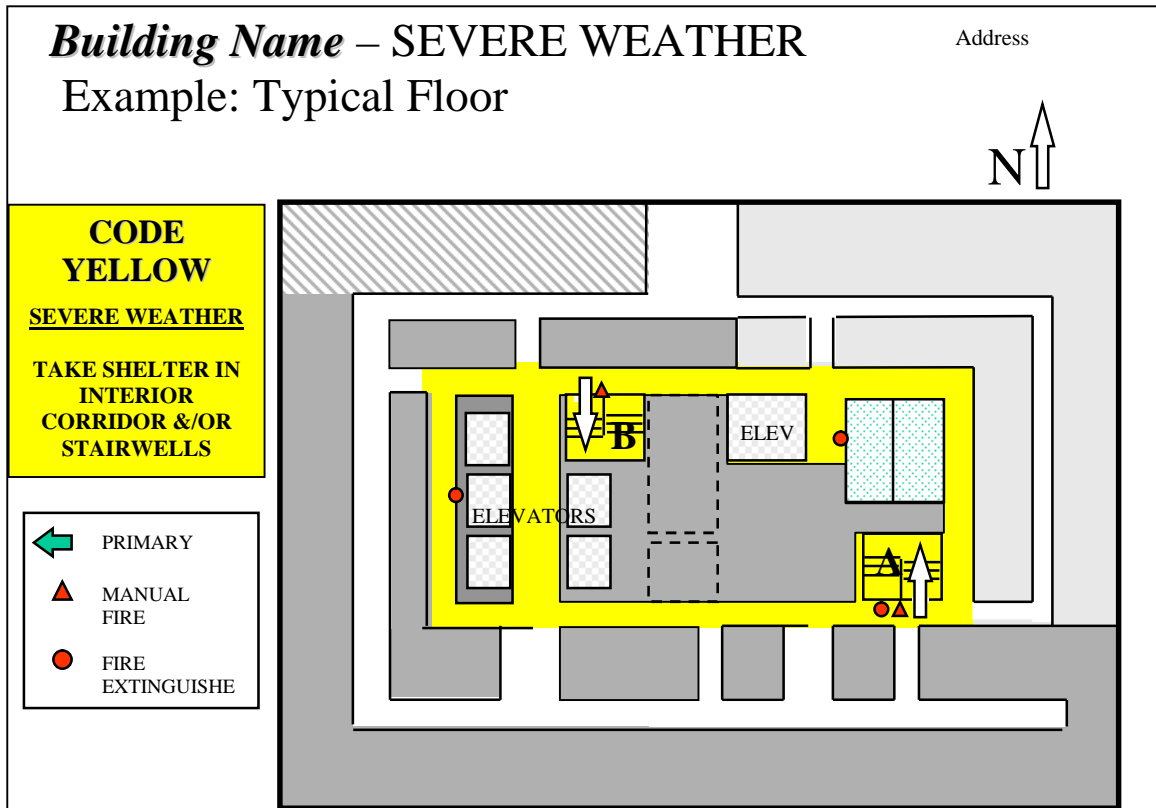
The objectives of responding police officers are to:

- Isolate the suspect(s) from additional potential victims
 - Police from outside of the building may attempt to contact emergency staff via listed work/cell phones or e-mail to determine location(s) of the intruder(s)
- Distract the suspect's attention from the victims to focus on police
- Put the suspect under duress / neutralize the threat (stop the killing)
- Make the area safe to allow medical staff to enter and provide care, as required, and to effect rescue and escape for victims
- Investigate the crime scene

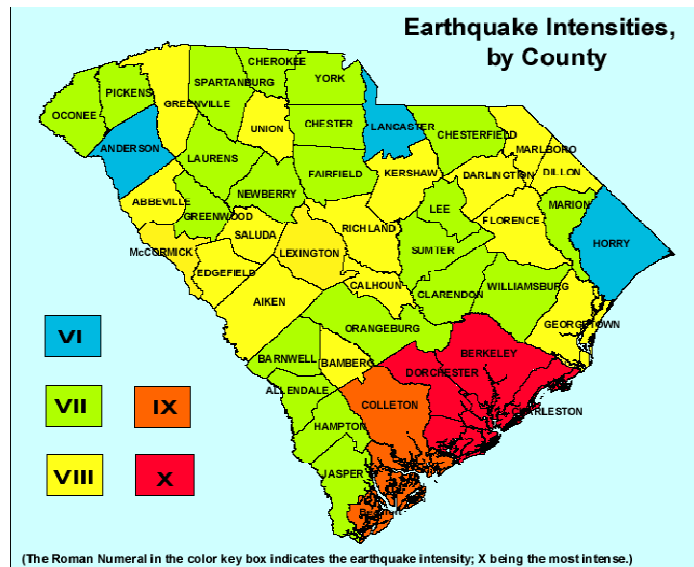


E. SEVERE WEATHER-TORNADO WARNING (actual sighting)

- Leave office, especially an exterior office, closing door behind you.
- Take shelter immediately in an interior corridor, stairwell or basement of the building.
- After a Tornado/Severe Weather.
 - Floor Wardens – check for injured.
 - Accountability Monitor - take roll.
 - Building Emergency Coordinator –
 - Based on building condition, decide to evacuate or return to work.
 - Report injuries to (9) 911 and have first aid providers give care



- F. **EARTHQUAKE** – Earthquakes are not an uncommon occurrence in South Carolina with approximately 70 percent occurring in the Coastal Plain clustered west and north of Charleston. Earthquakes also happen in Columbia (the most recent earthquakes in SC: <http://www.dnr.sc.gov/geology/RecentEarthquakes.htm>). The ability to accurately predict when and where earthquakes will occur is not yet feasible.



INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+
SHAKING	Not felt	Weak	Light	Moderate	Strong	Very Strong	Severe	Violent	Extreme
DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy

Table 1. Modified Mercalli Intensity Scale
(http://www.dnr.sc.gov/geology/earthquake_intens.htm)

BEFORE AN EARTHQUAKE - Prepare

- Learn first aid procedures.
- Keep emergency items on hand, including first-aid kit, supply of important medicines, flashlight, battery-powered radio, batteries, three-day supply of water and nonperishable food, and a fire extinguisher.
- Avoid placing heavy objects on shelves or heavy pictures on walls where they could fall onto your desk.

DURING AN EARTHQUAKE - DROP, COVER and HOLD ON

- **INSIDE:**
 - Get under a sturdy table, heavy desk or other piece of furniture; use a strongly supported, load-bearing doorway for shelter only if it is in close proximity to you; or cover your face and head with your arms and crouch in an inside corner or wall of the building.
 - Stay away from glass, windows, mirrors, pictures, or lighting fixtures that could shatter, outside doors and walls, or where heavy bookcases or other heavy furniture could fall over.
 - DO NOT use the elevators.
 - Stay indoors until the shaking has stopped and you are sure it is safe to go outside.

Note: Most injuries occur during an earthquake when people inside buildings attempt to move to a different location inside the building or try to exit the building. The greatest danger is not from ground movement but exists directly outside buildings, at exits, and alongside exterior walls where people have been killed by collapsing walls, flying glass, and falling debris.

- OUTDOORS – Stay Outside
 - Move away from buildings, streetlights, trees, telephone and electrical lines, overpasses, or elevated expressways.
 - If in a moving vehicle, stop as quickly as safety permits and stay in the vehicle.
 - Stay there until the shaking stops.

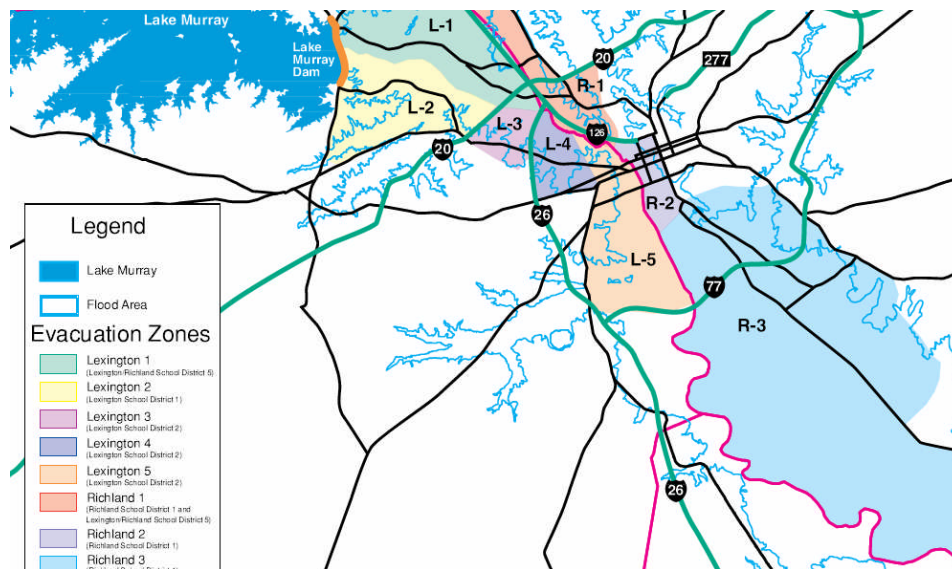
AFTER AN EARTHQUAKE - Recovery

- Expect aftershocks. Secondary shockwaves are usually less violent than the main quake but can collapse weakened structures.
- Listen for instructions from your Floor Wardens and Building Emergency Coordinator. Cooperate and follow instructions of public safety officials. (Listen to a battery-operated radio for the latest emergency information.)
- Expect, check for and report building and utilities damage to Facilities Management/building maintenance and/or 9-1-1. Only use the telephone (including cell phones) for emergency calls. Stay away from damaged areas.
 - Blocked exit routes, i.e., from building debris/collapse. Use alternate exits.
 - Gas leaks. Turn off the gas at the outside main valve.
 - Electrical system damage, such as power failures or if you see sparks from broken or frayed wires, or if you smell hot insulation. Turn off the electricity at the main fuse box or circuit breaker.
 - Fire/smoke. Use portable fire extinguishers to put out small fires.
 - Broken or leaking sewage, water or fire sprinkler lines.
 - Chemical leaks.
- Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of a life-threatening hazard. Call 9-1-1 for help.

- If you are trapped under debris:
 - Do not light a match or cigarette lighter.
 - Do not kick up dust by moving about.
 - Cover your mouth with a handkerchief or clothing.
 - Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.
- Evacuate to your designated Assembly Area for accounting and triage to report known problems, missing/trapped persons, and to treat the injured.
- Return to work/home only when authorities say it is safe.

G. FLOOD / DAM BREAK

Columbia SC is located where the Broad and Saluda Rivers' confluence form the Congaree River. Columbia is also downstream of the Saluda/Lake Murray (and its backup) Dam. Even if there is a failure of the dam or a major flood, the majority of state government offices in Columbia are not in the expected flood plain. However, major transportation routes (I-20, I-26, I-77, US-1, US-378) with bridges over these rivers could be affected where travel West or South of the city may involve very increased distance and time due to potential loss of these more direct routes.



- Listen to the radio or television for information.
- Avoid floodwaters; move immediately to higher ground.
 - Water may be contaminated by oil, gasoline, or raw sewage.

- Water may be electrically charged from underground or downed power lines.
- Avoid moving water, especially areas known to flood suddenly.
 - Six inches of water can knock you off your feet and cause passenger cars to stall or lose control.
 - Two feet of rushing water can carry away most vehicles including sport utility vehicles and pick-ups.
- After a Flood:
 - Listen for news reports to learn whether the community's water supply is safe to drink.
 - Stay out of any building surrounded by floodwaters. Floodwater can contain sewage and chemicals.
 - Be wary of areas where floodwaters have receded.
 - Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
 - Roads may have weakened and could collapse under the weight of a vehicle.
 - Stay away from downed power lines, and report them to the power company.
 - Return work/home only when authorities indicate it is safe. Clean and disinfect everything that got wet.

Attachments:

Bomb Threat Checklist
 Use and Limitations of Portable Fire Extinguishers
 Guidance for Anthrax
 Person Needing Assistance (Form)

BOMB THREAT CHECKLIST



PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK

1. When is bomb going to explode ?
2. Where is it right now ?
3. What does it look like ?
4. What kind of bomb is it ?
5. What will cause it to explode ?
6. Did you place the bomb ?
7. Why ?
8. What is your address ?
9. What is your name ?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call is received: _____

Time: _____ Date: _____ / _____ / _____

BOMB THREAT

CALLER'S VOICE:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Intoxicated | |

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS:

- | | |
|---|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office Machinery | |

Other _____

THREAT LANGUAGE:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> (educated) | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> by threat maker |

REMARKS: _____

Report call immediately to:

Bureau of Protective Services

Phone number: **734-2422 or 9-1-1**

Date _____ / _____ / _____

Name _____

Position _____







Phone number _____

Use and Limitation of Portable Fire Extinguishers

Before you begin fighting a fire:

- Call (9)-911.
- Make sure the building is being evacuated.
- Determine the fire is limited to a small area and is not spreading.
- Make sure you have a clear path to an exit that is not threatened by the fire.
- Know the proper type and how to use the extinguisher.

TYPES OF PORTABLE FIRE EXTINGUISHERS

<u>TYPE</u>	<u>SYMBOLS</u>	<u>USED FOR FIRES INVOLVING:</u>
A	 	ORDINARY COMBUSTIBLES (Wood, Paper, Cloth, etc.)
B	 	FLAMMABLE LIQUIDS (Grease, Gas, Paints, Oils, etc.)
C	 	ELECTRICAL (Energized Motors, Switches, etc.)

HOW TO USE A PORTABLE FIRE EXTINGUISHER

- **P**ull the pin
- **A**im at base of fire
- **S**queeze the trigger
- **S**weep



P – A – S – S

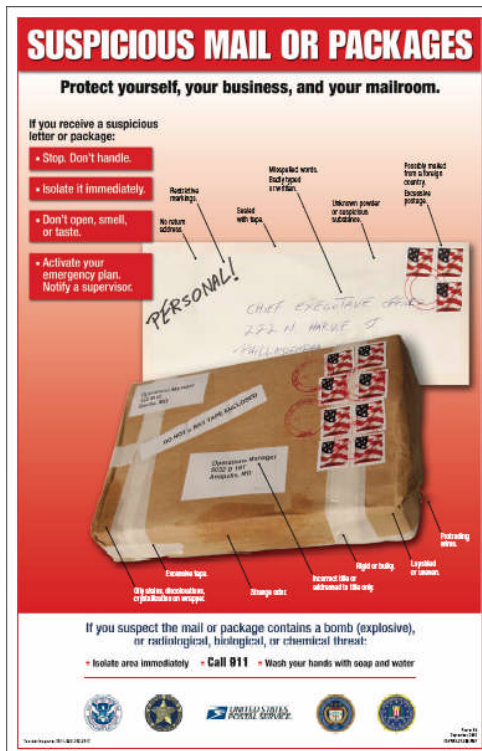


Class A (Water)



Class ABC (Dry Chemical)

Guidance for Anthrax Threat Letters or Packages in the Workplace



► [Download Suspicious Mail Poster in PDF format](#)

What constitutes a suspicious letter or parcel?

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

Individuals should do the following if they receive such a package or are contacted by the public concerning a suspicious package or envelope.

If you receive a suspicious package:

1. Stay calm: Do not get excited or excite others. Most threats are not genuine. However, you must treat each incident seriously.
2. If the letter/package is not open or is not leaking anything, put the letter on a stable surface and call your supervisor. Wash your hands with soap and water. Everyone who had any contact with the letter must also wash his or her hands with soap and water.

If, however, a powder spills from the letter, either because it was opened or has torn open, follow these steps:

- Put the letter on a stable surface.
 - Do not clean up the powder. Do not sniff, touch, taste, or look closely at the spilled contents.
 - Leave the room promptly and prevent anyone from entering. Everyone who touched the letter should wash his or her hands. Do not leave the area. There is no need to evacuate the floor or building.
3. Contact your supervisor. He/she will make a list of all persons who touched the letter or envelope. **(Be sure the list includes work and home phone numbers for each person in case follow-up is necessary)**
 4. Your supervisor will call (9)-911. After law enforcement has received the information they need, ask to go home to wash your clothes and take a shower. No special precautions are needed. Do not use bleach on your skin.

If you receive a call from the public regarding a suspicious package:

1. Stay calm: do not get excited or excite the caller. Most threats are not genuine. However, you must treat each incident seriously.
2. Ask where the letter is now. If the letter is still near the caller request that he or she make sure no one else handles the letter and place the letter on a stable surface.

If a powder or substance spills out or is found in the letter, instruct the caller to follow these steps:

- Put the letter on a stable surface.
 - Do not clean up the powder. Do not sniff, touch, taste, or look closely at the spilled contents.
 - Have everyone leave the room. No need to evacuate the floor or building.
3. Inform the caller they must wash his or her hands with soap and water. Everyone who had any contact with letter **MUST** also wash his or her hands with soap and water.
 4. Instruct the caller to dial (9)-911.

A risk assessment for those persons involved in the incident will be coordinated by appropriate law enforcement personnel with decisions about the need for decontamination and initiation of antibiotic prophylaxis being made by the appropriate local health department.

Date: _____

PERSON NEEDING ASSISTANCE: _____

(Name)

_____ Bldg., Room No. _____

SAFE AREA: _____ Floor - Stairwell _____

(Floor #)

(Stairwell Number or Compass Point (N / E / S / W) or Front / Middle / Rear)

WP _____ / Cell Phone _____

E-Mail: _____

Fax Number: _____

Reason for Needed Assistance: _____

Example: Restricted Mobility, Impaired Sight / Hearing, etc.

- Each employee needing assistance should have a Buddy (and a backup) to assist you reach your designated Assembly/Safe Area.
- Since the _____ Building is multi-story, **your Assembly/Safe Area will be inside the nearest fire stairwell**, normally the one nearest your work station
 - You may be in another part of the building when an emergency occurs so we always want people to go to the nearest exit rather than designating a specific route.
 - In order to prevent undue congestion in the stairwells, you and your Buddy are to wait in the hall until most employees have evacuated or until the Floor Warden directs you to enter the stairwell and wait inside on the landing.
 - The fire stairwells are constructed to provide additional protection from a fire so are designated as Safe Areas to wait in until rescued by the fire department.
 - It would be a good idea to purchase a set of hearing protectors (recommend ear muffs) for your comfort because you will be exposed to the fire alarm horn inside the stairwell for a longer duration than those evacuating to the outside.
- If the elevators are not affected by the fire, the fire department has override capability and will normally evacuate persons needing assistance using the elevator – a much better scenario for you.
- If you for some reason are on the ground floor when the fire alarm sounds and can exit the building but are unable to walk the entire way to the building's Assembly Area, you and your Buddy should proceed towards this location at least 750 feet. If the fire department needs you further away they will so direct and possibly provide transport.
 - The Assembly Area for the _____ Bldg. is _____
 - An immediate clearance zone (of 750 feet) is roughly (describe location): _____

Date: _____

BUDDY:

Name: _____

_____ Bldg., Room No. _____

WP _____ / Cell Phone _____

E-Mail: _____

Fax Number: _____

Alternate:

The **Persons Needing Assistance (Disabled Persons) Monitor or Buddy**, upon being made aware of an emergency situation, should find their assigned person needing assistance and help him/her to the nearest fire stairwell/exit.

- It would be a good idea if both the person needing assistance and the Buddy always have cell phones so they can communicate their current location.
- The Buddy has the option of staying with the person needing assistance at a Safety Zone inside the stairwell or evacuating. If the Buddy evacuates:
 - The Buddy is responsible to report the location of the person needing assistance to the Accountability Monitor (at the Assembly Area)
 - The Buddy should reassure the person needing assistance they will report their location so they can be immediately rescued by the fire department.

Floor Wardens should be made aware in advance of potential persons needing assistance so they can search for that person in their office and at their designated Assembly/Safe Area then report their last known location to the building's Accountability Monitor along with any other problems.

The building's **Accountability Monitor:**

- Should be made aware in advance of potential persons needing assistance, where their offices are located, office and cell phone numbers
- Require an immediate confirmation (from their Buddy and/or Floor Wardens) of the last known location of the person needing assistance, which is to be reported to EMS through the Emergency Coordinator.

Along with other known problems, the **Emergency Coordinator** will relay to Emergency Management Services known problems, especially the last known location and names of persons needing assistance so the fire department can go immediately to their last known location to affect rescue versus conducting a more time consuming a general building-wide search, discovery and rescue.

Should you need further information concerning fire and life safety, please contact:

Bernie Lee

SC BCB Safety

915 Main Street

Room 212-B

Columbia SC 29201

WP (803) 737-2315; Cell (803) 513-5352

Fax (803) 737-0592

BLee@gs.sc.gov

or

Holly Bockow

SC BCB Safety

915 Main Street

Room 209

Columbia SC 29201

WP (803) 737-2311; Cell (803) 513-5354

Fax (803) 737-3065

HBockow@gs.sc.gov

ANNEX 6 (ESF 8): Medical/Triage

Primary: Tenants

Support: SC Budget and Control Board

I. INTRODUCTION

During any crisis that results in injuries or illness to occupants, the Building Incident Command will conduct initial medical triage for victims and determine and provide first aid care for victims that manage to get to the Assembly Area. Once professional first responders / emergency medical personnel arrive, tenant care providers will provide assistance in giving victim care.

II. MISSION

Injured victims from any emergency that occurs in the building need to be provided immediate first aid care from trained tenant emergency staff in the interim until professional first responders / emergency medical personnel arrive.

III. ORGANIZATION AND CONTROL

- A. Board Safety can provide or coordinate first aid/cardiopulmonary resuscitation/automatic external defibrillator (1st Aid/CPR/AED) training for employees. Each tenant or floor of a multi-story building should have employees trained in 1st Aid/CPR/AED, i.e., **Care Providers**. 1st aid kits should be available and either assigned to Care Providers or stored then retrieved and taken to the Assembly Area to provide first aid care, as required.
- B. The Accountability Monitor will take note of injured employees and update the Building Emergency Coordinator to notify EMS.
- C. Triage at the Assembly Area means the tenant care providers will determine the extent of the injuries and provide appropriate care where able. Victims can be segregated and or treated according to the seriousness of their injuries, i.e., minor and ambulatory, serious, or more serious injuries requiring the immediate attention of EMS upon their arrival.
- D. Upon their arrival, EMS will direct medical triage and possibly enlist assistance from tenant care providers who are to follow EMS instructions.

IV. CONCEPT OF OPERATIONS

- A. Pre-Incident (Preparedness)

1. BIC members are trained in the triage concept and reporting of injuries in order to obtain professional EMS care and treatment, and tenant organizations identify employees to receive 1st Aid/CPR/AED training.
2. Designated employees are certified in 1st Aid/CPR/AED.
3. The BIC is to obtain, store and maintain an appropriate number and type of 1st aid kits and AED devices for their building occupancy.
4. Employees are designated to be responsible for keeping or retrieving from storage a 1st aid kit and/or AED device for transport and use, as required, at the Assembly Area.
5. The Building Emergency Coordinator reviews initial medical reports (expected if terrorist incident occurs) with the Accountability Monitor.

B. Crisis Management (response)

1. As employees respond to their Assembly Area, tenant care providers trained in 1st Aid/CPR/AED prepare to aid injured victims.
2. The designated emergency staff (care providers, Accountability Monitor) retrieves the 1st aid kit and AED devices, transports to the Assembly Area and provides to the care providers.
3. The Accountability Monitor determines the number and types of injuries then informs the Building Emergency Coordinator who reports this information and the need for medical attention at the Assembly Area to EMS / Incident Command.
4. Care providers follow EMS instructions for triage and treatment.

C. Consequence Management (Recovery)

1. The tenant Human Resources director informs victims' relatives of injuries or fatalities and their location.
2. The BIC evaluates emergency response for a formal After Action Report.

ANNEX 6 (ESF 8): Medical/Triage (Addendum)
SC DHEC Region 3 – Basic Plan for Mass Medication Prophylaxis
SC BCB Mass Medication Prophylaxis Dispensing Standard Operating Procedures

I. INTRODUCTION

The Strategic National Stockpile (SNS) has a large stock of pharmaceuticals, vaccines, medical supplies, equipment and other items. Congress established the SNS to augment local supplies of these critical-need medical items in the event of their depletion due to an attack on the United States using weapons of mass destruction (WMD) or in the event of a major natural or technological disaster, such as chemical, biological, radiological, or explosive. This plan provides for the request, receipt, staging, storing, repackaging, distribution, dispensing, and retrieval and return of any unused assets in SC Department of Health and Environmental Control (DHEC) Region 3 and /or in the Cities Readiness Initiative (CRI) Metropolitan Statistical Area (MSA).

II. MISSION

The mission of the CRI SNS is to rapidly and safely provide pharmaceuticals, vaccines, chemical agent antidotes medical supplies and equipment to the Columbia MSA and/or DHEC Region 3 communities in South Carolina in the event that local capacities are exceeded due to a WMD or a major natural or technological disaster. The Board has established the following procedures, for purposes of continuity of government, to distribute medication prophylaxis for Board employees and members of their immediate families.

III. SITUATION AND ASSUMPTION

A. Situation

1. An attack has occurred in DHEC Region 3 or Columbia MSA involving a WMD or a major natural or technological disaster.
2. Local assets in DHEC Region 3 or Columbia MSA are insufficient to meet the demand of pharmaceuticals, vaccines and other medical supplies or equipment.

B. Assumptions:

1. Activation of the State and DHEC Region 3 Emergency Operations Plan.
2. Activation of the State, DHEC Region 3 and County Emergency Operations Centers.
3. The Governor will declare a State of Emergency and invoke the South Carolina Emergency Health Care Powers Act.
4. The South Carolina Emergency Management Divisions will activate the Statewide Mutual Aide agreement and the Emergency Management Assistance Compact.
5. All infrastructures including communication are intact.
6. Activation of the DHEC Region 3 assets.
7. Arrival of the SNS materials to the local Health Regions will not occur until 24 to 36 hours after the decision to deploy.

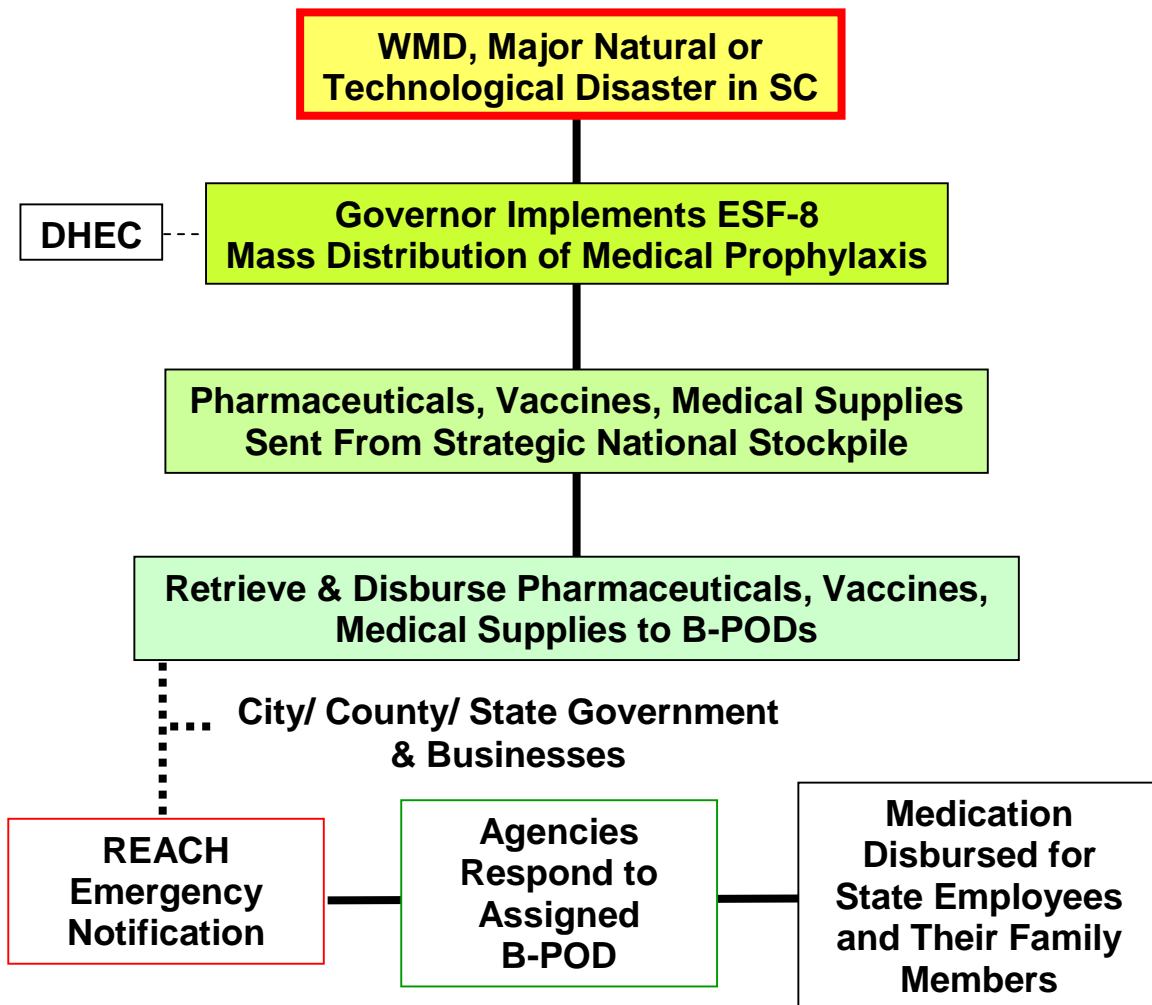
IV. Direct Mass Medication Prophylaxis Business Points of Dispensing (B-POD)
Concept of Operations:

The SC Legislative Health Services Nurse may designate a centralized location or conduct mobile distribution of medication prophylaxis for individual buildings. The B-POD distribution method is an alternative option where employees from multiple buildings come to a central location for distribution. The SC Legislative Health Services Nurse will determine the appropriate method for distribution.

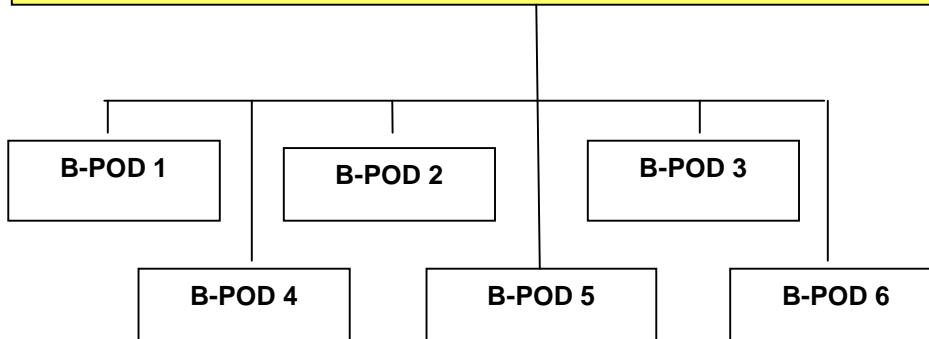
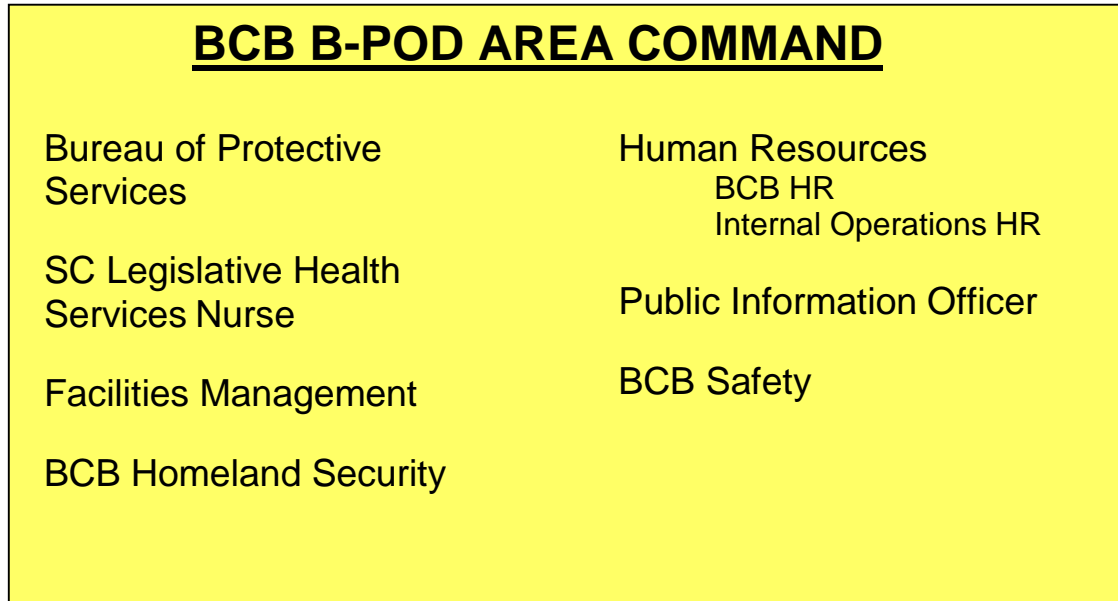
1. B-POD Area Command - SC BCB Emergency Coordinator; Board Safety Officer; SC Department of Public Safety, Bureau of Protective Services (SC DPS-BPS); and SC Legislative Health Services Nurse will coordinate B-POD tactical operations for BCB buildings.
2. Upon notification to activate by SC DHEC, Region3, Executive Director of SC BCB will be notified and all Emergency Coordinators for BIC (BIC).
3. SC BCB Public Information Officer will coordinate with SC DHEC Public Information Office for public information releases regarding SC BCBB-POD operations.
4. B-POD Coordinator will operate from the SC Department of Public Safety, Bureau of Protective Services (SC DPS-BPS) Office in the 1st Floor, East Wing of the Brown Building. Coordination will be made with SC DHEC Region 3 supply B-POD as medical stockpile is needed.
5. SC DPS-BPS will prepare to:
 - (A) Implement pick-up of medication prophylaxis from SC DHEC medical warehouse and re-supply security measures.
 - (B) Coordinate Security service for each activated B-POD.
 - (C) Deliver medication prophylaxis to B-POD site when it is secure.
6. The B-POD Area Command will establish B-POD and hours of operations.
7. Activated B-POD: The BIC Emergency Coordinator will establish shift changes after consulting with B-POD Area Command.
8. The BIC Emergency Coordinator advises tenants of SC BCB buildings when employees can begin processing through their assigned B-POD.
9. SC DPS-BPS will provide radio communication and provide telephone numbers to BIC Emergency Coordinator.
10. The BIC Emergency Coordinator will direct staff to implement the call list for B-POD operation.
11. The BIC Emergency Coordinator notifies GSD Facilities Management Maintenance staff for placement of equipment needed to support B-POD operations.
12. The BIC Emergency Coordinator establishes site operations in accordance with specific plan, SOP and protocols.
13. SC DPS-BPS will provide security for B-POD site operations.
14. The BIC Emergency Coordinator will work with tenant Human Resource Managers in using the SC DHEC information system that supports tracking mass medication prophylaxis allocation to comply with the Public Health information network functional requirements for Countermeasures and Response administration.
15. Assigned nurses will report to the BIC Emergency Coordinator.

16. Floor Wardens and Accountability Monitors listed in each building EAP will report to the BIC Emergency Coordinator.
17. The Nurse will:
 - A. Assemble needed supplies and medical equipment for B-POD operation including material to prepare oral medication
 - B. Supervise the distribution of oral prophylaxis medications
 - C. Supervise the Triage Station
18. All B-POD team members will receive medication prophylaxis for themselves and their families prior to opening B-POD to building tenants.
19. Double check adequate staffing levels for anticipated mass medication prophylaxis throughput.
20. Accountability Monitors ensure the mobility-impaired employees have access to a B-POD.
21. Establish a triage station manned by First Aid/CPR-certified team members.
22. The Nurse shall designate symptomatic individuals to an appropriate treatment facility prior to entering a B-POD site.
23. The Nurse and Board Safety officer shall ensure B-POD members have appropriate personnel protective equipment against exposure to disease.
24. The Emergency Coordinator and agency (s) Human Resource managers shall ensure proper documentation for each individual receiving prophylaxis.
25. Refer all questions about medical history of exposure to the Nurse.
26. The Nurse directs appropriate actions for individuals when medication prophylaxis is determined inappropriate.
27. Begin dispensing the appropriate medication and dosage to building tenants.
28. The BIC Emergency Coordinator maintains an inventory system to ensure availability of critical prophylaxis. If short, the B-POD Area Command shall make an immediate call for reorder to SC DHEC and secure delivery made to the B-POD site.
29. Agency Human Resource manager will ensure availability of and distribution of preprinted employee drug information sheets.
30. Agency Human Resource managers will distribute and receive individual consent forms as needed for more medication prophylaxis vaccine administration. Place a copy in the employee's medical files and send the original to SC DHEC.
31. The B-POD Manager will report the status of medical supplies, according to SC DHEC guidance, to the B-POD Area Command.
32. Immediately report any adverse reaction to medication to SC DHEC to include employee information received during B-POD operation. Provide the SC DHEC call center telephone number in case any employee experiences an adverse reaction to the medication.
33. At the end of each B-Pod site operation Department of Public Safety SC DPS-BPS personnel will return non-distributed medication prophylaxis to SC DHEC warehouse.
34. BIC and Facilities Management personnel shall return equipment to its original location.
35. At the end of B-POD operation, hold a staff debriefing. Report to B-POD Area Command all concerns from a "hot wash" (after action review) to be held with all BIC, BCB B-POD Area Command and SC DHEC personnel.

SC BCB Business Points of Dispensing (B-POD)



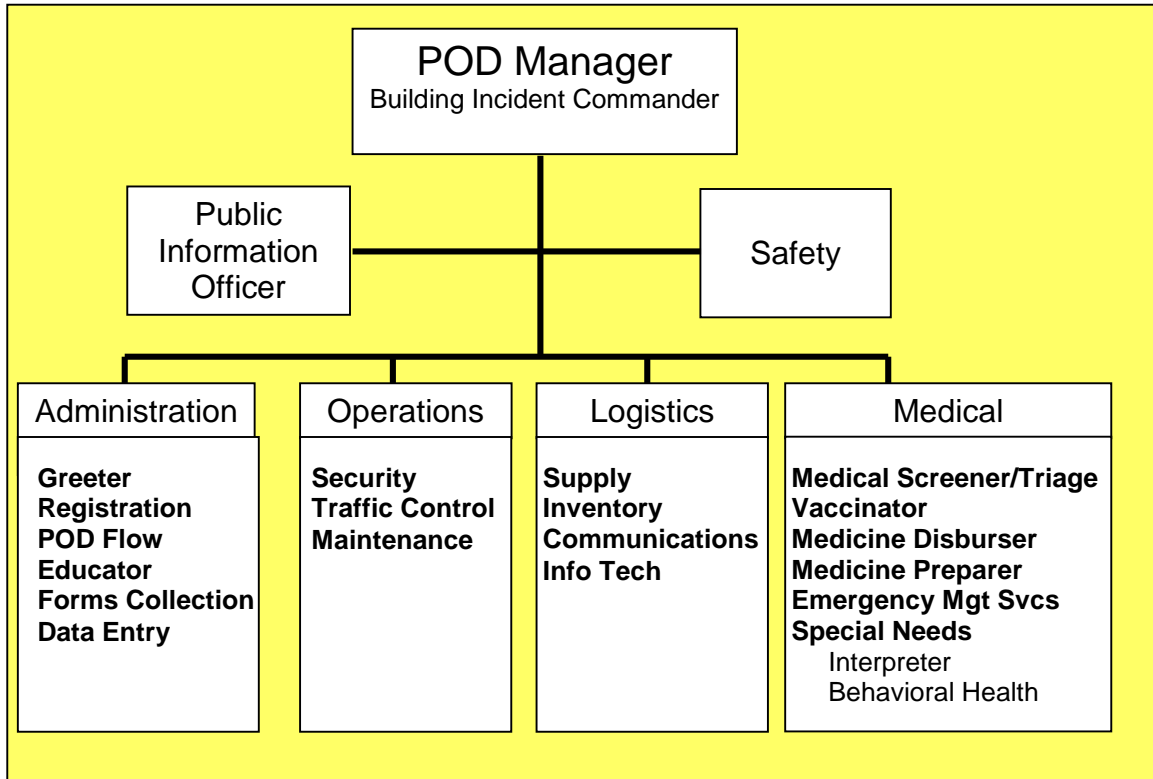
BUSINESS POINTS OF DISPENSING (B-POD)
SC BCB B-POD AREA COMMAND



POSITION	NAME	WORK PHONE	CELL PHONE	HOME PHONE
BCB Homeland Security				
Bureau of Protective Services	Maj John Hancock	737-2422	803-606-2340	803-714-7233
Bureau of Protective Services				
Nurse	Betsy Hossenlopp	212-6175	803-223-4376	803-345-5892
Facilities Management, Asst. Director	Carla Griffin	734-0336		
BCB Human Resources				
BCB IO Human Resources				
BCB Public Information Officer				
BCB Safety	Bernie Lee	737-2315	803-513-5352	803-356-8560
BCB Safety	Holly Bockow	737-2311	803-513-5354	803-332-3333

BUSINESS POINTS OF DISPENSING (B-POD)

SC BCB B-POD (Typical Organization)



BUSINESS POINTS OF DISPENSING (B-POD)**(Building Name) B-POD**

POSITION	NAME	WORK PHONE	CELL PHONE	HOME PHONE
B-POD Manager (Nurse)				
B-POD Manager (Nurse)				
Public Information Officer				
Public Information Officer				
Safety				
Safety				

ADMINISTRATION:

Greeter				
Greeter				
Registrar				
Registrar Assistant				
Registrar Assistant				
Educator				
Educator				
POD Flow				
POD Flow				
Forms Collection				
Forms Collection				
Data Entry				
Data Entry				

OPERATIONS:

Security				
Security				
Traffic Control				
Traffic Control				
Facilities Maintenance				
Facilities Maintenance				

LOGISTICS:

Supply				
Supply				
Inventory				
Inventory				
Communications				
Communications				
Information Technology				
Information Technology				

BUSINESS POINTS OF DISPENSING (B-POD)**(Building Name) B-POD** (continued)**MEDICAL:**

POSITION	NAME	WORK PHONE	CELL PHONE	HOME PHONE
Medical Screener/Triage				
Medical Screener/Triage				
Vaccinator				
Vaccinator Assistant				
Vaccinator				
Vaccinator Assistant				
Medicine Preparer				
Medicine Preparer				
Medicine Disburser				
Medicine Disburser				
Emergency Management Svcs				
Emergency Management Svcs				
Interpreter				
Interpreter				
Behavioral Health				
Behavioral Health				

BUSINESS POINTS OF DISPENSING (B-POD)

Buildings B-POD Assignment:

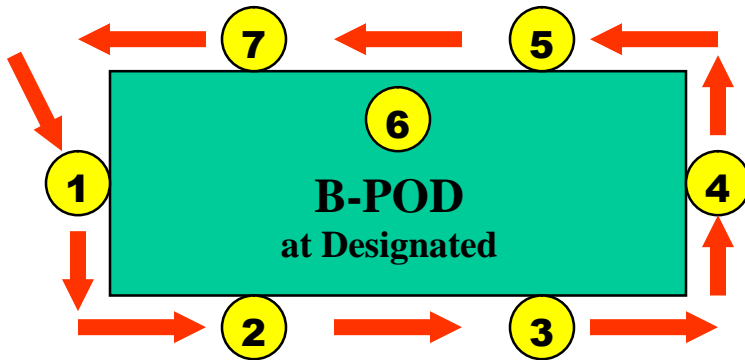
(Building name/location to be identified at time of the declared emergency)

B-POD #1	B-POD #2	B-POD #3	B-POD #4	B-POD #5	B-POD #6
Blatt	Columbia Mill* & Workshop	Archives & History Center*	Data Center	FM Horticulture Complex	Arts Commission
Brown *	Fleet Mgt Maintenance Shop	Geology	Laurel Street Warehouse	Harden St. DSS	Five Points
Calhoun	Fleet Mgt Vehicle Reception	Gressette-Collins	Mills-Jarrett *	North Tower DSS *	Rutledge *
Capitol Center	Surplus Property Complex	Hayne DHEC Laboratory & Annex		Sims-Aycock DHEC & Annex	Senate Street (Library for the Blind)
Dennis					Senate Street HR
FM Complex					State Library
Gressette					1026 Sumter Street
McEachern					
Statehouse					
Supreme Court					
Wade Hampton					

NOTE: The Adjutant General, Governor's Mansion Complex, Dept. of Employment Workforce and the Commission for the Blind will conduct their own operations.

BUSINESS POINTS OF DISPENSING (B-POD)

Typical B-POD



STATIONS: (Outside, as required)

1 – TRIAGE

2 – CHECK IN

3 – FORMS COMPLETION

4 – MEDICAL SCREENING & EDUCATION

5 – MEDICATION DISBURSEMENT

6 – MEDICINE STORAGE & PREPARATION; SECURITY

7 – CHECK OUT

BUSINESS POINTS OF DISPENSING (B-POD)

B-POD STAFF:

Greeters

- Ensure Only State Employees Enter B-POD
- Triage (Sick Clients Sent For Immediate Medical Care)

Registrar & Assistants

- Check-In & Forms Completion
 - Provides& Assist Clients with Clipboard of Required Forms
 - Direct Clients to Dispensing when Forms Completed

Education

- Provide Medical Information Sheet & Answer Questions

Medical Screeners

- Review Screening Forms for Contraindication/Drug Interaction/ Medical History to Make Client Ineligible
- Ensure Clients Sign Consent Form

Medicine Disbursers

- Disburse Appropriate Medications to Eligible Clients
- Administers Vaccines

Forms Collectors

- Collect All Forms Prior to Clients Exiting B-POD

Nurse

- On Call for Medical Assessment, Recommendations & Decisions
- Assemble needed supplies and medical equipment for B-POD operation including material to prepare oral medication
- Supervise the distribution of oral prophylaxis medications
- Supervise the Triage Station

B-POD Manager

- Responsible for B-POD Clinic Operations

Maintenance

- Provides Furniture, Electrical Power

ANNEX 7 (ESF 6): Shelter

Primary: SC Budget and Control Board

Support: County Emergency Management Services

I. INTRODUCTION

- A. The BCB will coordinate emergency shelter of tenants in designated facilities.
- B. Where no designated facilities exist, BCB will coordinate with Emergency Management Services (EMS) to shelter tenants.

II. MISSION

To organize and implement emergency shelter for employees and visitors after evacuation when determined by the Incident Command that a shelter will provide increased safety and improve area consequence management operations.

III. ORGANIZATION AND CONTROL

- A. The BCB is responsible for coordinating with EMS the capability to shelter employees and visitors and outline procedures for this purpose before and during consequence management operations.
- B. A Mass Care Shelter may be opened by the American Red Cross. The Incident Command will coordinate with EMS the transition to an American Red Cross shelter during consequence management operations.

IV. CONCEPT OF OPERATIONS

A. Pre-Incident (Preparedness)

1. EMS will review its standard operating procedure (SOP) to identify the shelter closest to the building in need.
2. Shelter procedures will be reviewed, especially for the transition from the building's Assembly Area to the designated shelter.
3. The family well-being inquiry (SOP) will be established with the GSD Surplus Property to assist shelter operations regarding information about individuals.

B. Crisis Management (Response)

1. The BIC will coordinate with EMS via the Incident Command if emergency shelters are required to move employees and visitors to a safe location.
2. Once the decision is made to open shelters, operations will be performed in accordance with public needs as assessed by appropriate volunteer organizations at county EMS.
3. County EMS shelter SOP will make arrangements for provisions of medical services and mental health services with appropriate agencies.

C. Consequence Management (Recovery)

1. County EMS follows the shelter SOP in providing for shelter, feeding, emergency first aid, family well being and distribution of relief supplies.
2. The BIC works with volunteer agency shelter management to ensure employee and visitor needs are understood and met.
3. The BCB Public Information Officer coordinates with the Incident Command Public Information Officer to ensure communications about family well being are reported accurately.
4. The BIC will assist shelter management with After Action Reports.

Attachment: Family Well-Being Inquiry SOP

ANNEX 8 (ESF 15): Emergency Traffic Management

Primary: Department of Public Safety

Support: Richland County Sheriff Department
City of Columbia Police Department
Lexington County Sheriff Department
Springdale Police Department
SC Law Enforcement Division

I. INTRODUCTION

- A. The aggressive management of evacuating motor vehicle traffic during the threat of or immediately following an emergency in Columbia SC and the surrounding area is critical to the life and safety of state employees, residents and transients. The emergency traffic management function must be planned and executed in a coordinated manner that will ensure the most timely and orderly movement of the impacted populace to an area of safety.
- B. Weapons of Mass Destruction incidents or other terrorist incidents will require emergency traffic management actions for the likely geographic areas impacted.
- C. Effective emergency traffic management will be accomplished by multiple cooperating local government agencies, especially police forces (Columbia Police Department, Richland and/or Lexington County Sheriff Departments, Springdale Police Department) and the SC Department of Public Safety which has overall responsibility for emergency traffic management functions.

II. MISSION

State and local governments are to provide for coordinated plans, policies, and actions to ensure the safety and orderly evacuation of employees and visitors affected by terrorist incident.

III. ORGANIZATION AND CONTROL

- A. The Incident Command will monitor crisis management conditions and determine if evacuation is required.
- B. Evacuation decisions and the time-line established by the Incident Command will be coordinated with the Department of Public Safety.
- C. Local police departments will work with the Department of Public Safety to interface local emergency traffic management issues before, during, and after an evacuation.

IV. CONCEPT OF OPERATIONS

- A. Pre-Incident (Preparedness)
 - 1. The local police departments and the Department of Public Safety will develop evacuation routes for potential affected areas.
 - 2. Designate all predetermined traffic control points.
 - 3. Determine and ensure provision of all required equipment resources.
 - 4. Develop and coordinate all manpower requirements and required support.
 - 5. Develop and monitor a plan for the ingress and egress of emergency vehicles during emergency.
 - 6. The BIC is to be made aware, educated, and trained to assist in the initial implementation of traffic management evacuation plans for the building.
- B. Crisis Management (Response)
 - 1. If the Incident Command/City of Columbia makes decision to implement Emergency Management Traffic Plan, the BIC will assist with initial implementation.
 - 2. The Building Emergency Coordinator will instruct the Accountability Monitor to release by floor at 5 minute intervals, employees and visitors to leave by person or vehicle.
 - 3. Privately owned vehicles will follow evacuation routes outlined in Pre-Incident planning.
- C. Consequence Management (Recovery)
 - 1. The BIC will prepare an After Action Report on Emergency Traffic Management interface.

ANNEX 9 (ESF 15): Public Information

Primary: SC Budget and Control Board

Support: Tenants

I. INTRODUCTION

- A. Since implementation of this plan is based upon an emergency incident, all public information must first be cleared through Incident Command Public Information Office.
- B. Providing information to the public about an emergency at the appropriate time is essential to avoid improper notification and to minimize loss of life and property. The public will be apprized through approved reports to the news media and Emergency Alert Systems. Examples:
 - 1. Injuries and fatalities are not to be released prior to family notifications.
 - 2. Intruders, violence in the workplace and terrorist incidents are crimes and subsequent investigations could be jeopardized with indiscriminant release of information.

II. MISSION

The Incident Command Public Information Officer will provide information during crisis and consequence management operations that are clear, concise and accurate about the existing situation in the disaster area, actions being taken by the authorities, and those to be taken by the population while protecting crime scene operations.

III. ORGANIZATION AND CONTROL

The BCB Public Information Officer will work with the Incident Command Public Information Offices to establish information release by Incident Command during crisis management. All consequence management public information coverage will be released through the Incident Command (SC Emergency Management Division) Public Information Officer.

IV. CONCEPT OF OPERATION

- A. Pre-Incident (Preparedness)
 - 1. Coordinate with all appropriate agencies and be prepared to ensure proper agency public information.

2. Standard operating procedures (SOP) will be developed by BCB Public Information Officer.
3. The Public Information Office SOP will interface with EMS and SC Emergency Management Division SOP.

B. Crisis Management

1. The incident circumstance may require an Incident Command Public Information Office. Any action taken by the Board or tenants supporting crisis management will be communicated with media as approved by the Incident Command Public Information Officer.
2. Consequence Management will be coordinated by the Board Public Information Officer through the Incident Command and/or SC Emergency Management Division Public Information Offices.

C. Consequence Management (Recovery)

1. Upon notification by the Incident Command Public Information Office and SC Emergency Management Division Public Information Office, resume normal public information practices.

ANNEX 10: Facilities Start up and Business Resumption

Primary: SC Budget and Control Board
Tenants

Resumption of business will be determined according to each unique crisis incident. The BIC in conjunction with EMS or the Incident Command will determine building closure, or partial or full return to work depending upon the condition of the entirety or portions of the building. BCB General Services Division, Facilities Management Section, Building Maintenance and/or Building Systems and Energy-Environmental teams (normally and usually in emergencies) will conduct shutdown and startup of building utilities, as required.

The Building Emergency Coordinator may designate specific persons for a limited and staggered return to work as required based on critical operations. Priority of recovery operations, as appropriate and as determined by the Building's Emergency Coordinator in conjunction with the BIC, should consider the following:

- Damage assessment, clean up and repairs
- Relocation
- If unable prior to evacuation, secure confidential documents, money, etc.
- Restart computer operations and other key support equipment or operations
- Partial Return to Work
- Full Return to Work
- Allow customer entry

Each tenant is responsible for developing their own plan for continuity of government operations. The BCB will assist tenants in post incident recovery activities. The National Fire Protection Association Standard 1600 details Disaster/Emergency Management and Business Continuity Programs.

- Response to a disaster or other significant event includes impact on activities, tasks, programs, and systems such as the preservation of life, meeting basic human needs, preserving business operations, and protecting property and the environment. An incident response can include evacuating a facility, initiating a disaster recovery plan, performing damage assessment, and any other measures necessary to bring an entity to a more stable status.
- The recovery plan shall provide for short-term and long-term priorities for restoration of functions, services, resources, facilities, programs, and infrastructure.
 - Recovery programs are designed to assist victims and their families, restore institutions to suitable economic growth and confidence, rebuild

destroyed property, and reconstitute government operations and services. Recovery actions often extend long after the incident itself. Recovery programs also include mitigation components designed to avoid damage from future such incidents.

- The continuity plan shall identify stakeholders that need to be notified, the critical and time-sensitive applications, alternative work sites, vital records, contact lists, processes, and functions that shall be maintained, as well as the personnel, procedures, and resources that are needed while the entity is recovering.
 - Business Impact analysis measures the effect of resource loss and escalating losses over time in order to provide the entity with reliable data upon which to base decisions concerning hazard mitigation, recovery strategies, and continuity planning.
 - Mutual aid/assistance agreements include cooperative agreements, partnership agreements, memoranda of understanding, intergovernmental compacts, or other terms commonly used for the sharing of resources.

OSHA, which references the Federal Emergency Management Agency (FEMA), and the SC Emergency Management Division has disaster planning and recovery guidance on their websites:

<http://www.osha.gov/SLTC/etools/hurricane/index.html>

<http://www.scemd.org/Prepare/index.html>)

There is much guidance on how to create a Business Continuity/Disaster Recovery Plan for your organization including templates. Examples include:

- <http://www.wikihow.com/Create-a-Business-Continuity-Plan>
- <http://operationstech.about.com/od/officespaceequipments/tp/DisasterRcov123.htm>
- http://searchdisasterrecovery.techtarget.com/generic/0,295582,sid190_gci1354703,00.html
- Other examples can be obtained (purchased or for free) from a web search for Business Continuity Plan, Disaster Recovery Plan, Continuity of Operations or Continuity of Government.